

SHHA BOARD OF DIRECTOR'S MEETING

Braddock District Meeting Hall
January 10th, 2012 - 7:30 pm

I. CALL TO ORDER

II. APPROVAL OF MINUTES

Minutes for November have been posted to the web site.

DRAFT Minutes for December (Annual Meeting) have been posted to the web site for review.

III. OPEN FORUM FOR HOMEOWNERS

Members are requested to register to speak at the meeting so the proper amount of time can be allocated. Members are also asked to submit their issues in writing prior to the meeting to ensure the Board can adequately research them and provide answers.

- A. Two homeowners brought to the attention of the BOD that the trash collection in the neighborhood has been a bit sloppy of late. BOD recommended contacting the trash pick-up company and logging a complaint. There was also discussion about how / whether it is possible to STOP getting the local / community "free papers". The distributors seem to ignore homeowner requests to STOP delivery to their address.

IV. PROPERTY MANAGEMENT REPORT

None.

Kevin asked Metropolis to send in a monthly report prior to each BOD meeting, including the most recent status / contact with the homeowners, and the next action / date. This is a contractual obligation of Metropolis.

- A. Delinquency status – no update provided
- B. Billing / accounts – no update provided

V. TREASURER'S REPORT – Ed Rahme

A. CDs

- a. Ed purchased laddered CDs (4 @ \$12k each) for SHHA

B. Audits

- a. Received 2010 audit results – all normal

- b. Incorporated in to Resale package template
- c. Authorized Metropolis to have Douglas Corey begin 2011 Audit

VI. COMMITTEE REPORTS

A. ACC – Jack Hanley

B. WELCOMING – Carol Cannava

C. NEIGHBORHOOD WATCH – *vacant*

D. GROUNDS – Glen Woods

E. WEBMASTER – Kevin Martin

Nothing to report

F. BRADDOCK DISTRICT REPRESENTATIVE – Ray Antosh

G. Yahoo Group - Pete Seigman

Nothing to report.

VII. OLD BUSINESS

A. 9016 Fort Craig Dr.

- a. The homeowners were sent a letter documenting the requirement to plant screening shrubs to hide the chain link kennel
- b. Shrubs have not yet been planted
- c. David M will follow up

B. 9003 Fort Craig DR (unpainted flashing)

- a. The homeowner was sent a letter informing them that the BOD voted to reduce the assessment due to \$100 on the conditions that:
 - i. The reduced assessment is paid by 15 November; if not, the original \$900 assessment will be immediately due
 - ii. The flashing is maintained properly and re-painted as required
- b. Assessment was not paid. Homeowner will receive letter that the assessment is due in full, and next step will be a lien.

C. 5611 Mount Burnside – Violation for Driveway badly cracked / pot holed

- a. Homeowner requested time to evaluate repair options
- b. Hearing was postponed at last meeting
- c. Homeowner responded to e-mail follow ups on 1/9. Stated that estimate to replace was in excess of \$10,000.00, so he plans to resurface it in the spring. Kevin requested that he keep the board in the loop – especially if his repair would change the surface
- d. Will follow up with BOD on 1 March if repairs aren't done by then

D. DPOR Notice of expired certificate / Insurance Renewal

- a. Waiting for new DPOR certificate for our records and inclusion in the resale package
- b. Ben of Metropolis informed us via e-mail that our insurance company is still (mistakenly) trying to work with our prior management company on the insurance renewal.

E. 9118 Blue Jug Landing

- a. Investigated a homeowner complaint about the condition / maintenance of the property
- b. Inspection found several issues; a Hearing Notice has been sent for February meeting:
 1. Trash and recycle bins, along with a tire in front of garage door
 - a. Trash / recycle bins must be stored out of view from the street
 2. Several scooters / bikes / mopeds strewn across the lawn / leaning against trees
 3. Lawn maintenance equipment, tires, muffler, and debris stored beside garage, visible from street
 4. Front lawn unmaintained, and covered with leaves
 5. General overgrowth of grass, weeds, shrubs, and vines around the property
 - a. Includes fence-line, side, and rear yard areas
 6. Front (storm) door appears to be broken and doesn't close
 7. Garage gutters full of leaves
 8. Boards and other debris on lawn
 9. Fence and gates appear to be in need of repair in several places

F. 5611 Herberts Crossing

- a. Provided resale docs and PUD form
- b. \$900 in assessments for a mailbox violation were paid at closing
- c. There were several (minor) documented violations, including the mailbox

G. 9118 Lyon Park Ct

- a. A tree came down from common area onto fence during Sandy
- b. J&L removed tree
- c. Owner submitted estimated for fence, and roof repair, and replacement of a damaged specimen tree
- d. BOD agreed to reimburse for roof and fence repairs.
- e. Need to discuss the specimen tree with the homeowner. The Board believes that the full replacement cost is beyond what we should do. The Board is willing to discuss alternate (lesser) remedies with the homeowners. The provided estimate was for \$1085 to replace with similar mature tree.

H. Status of tree work documented in e-mail to Frank / Glen

- a. Board of Director authorized all work to be done on 11/14/2012
- b. Glen reported on 1/9 that all work is done for all trees that were identified.
 - i. 5623 Signal Point Ct.
 - There does not appear to be a common area there
 - ii. 9156 Fort Fisher Ct reported a dying tree in the common area
 - No tree with obvious issues was found when inspected
 - iii. 9017 Home Guard Dr
 - iv. 9109 Home Guard Dr
 - v. 9129 Home Guard Dr
 - vi. 5607 General Banks

VIII. NEW BUSINESS

A. Assignment of BOD Officer positions

All Board members will continue in their present positions: Kevin Martin as President, Pete Seigman as VP, Ed Rahme as Treasurer, Linda Wirth as Secretary, and Dave Masterman as Member-At-Large.

B. Architectural inspection areas – yearly shuffle completed.

Kevin took Pete's area
Ed kept The Oaks (all other BOD members live there)
Linda took Kevin's area
Pete took Dave's area
Dave took Linda's area

C. No Hearings tonight – Letters sent for 13 Hearings in February.

D. Invoices for 2013 Dues have not been sent

- a. Metropolis waiting for instructions from us on format, and if any other inclusions in the mailing. Kevin will respond to their questions and request that the invoices go out ASAP.
- b. The BOD agreed that we should include a reminder about the fence petition, and a link to the petition form on the web site.

E. 5605 Light Infantry Dr.

- a. Requested info on requirements for approval for a shed on 11/14/2012
- b. Directed him to SHHA web site
- c. No further contact from the homeowner

F. Ray Antosh requested info on how to join the Yahoo group on 11/15

- a. Response with instructions sent on 11/15

- G.** Homeowner complaint on 11/22 (via e-mail) that the HOA is not properly enforcing covenants in the “9100 area of Blue Jug Landing”
 - a. Replied that there are several ongoing violations, and that we would make another inspection pass to ensure we have everything
 - b. David M drove through, and found one issue that we didn’t already have in process
 - i. New First Violation Notice letter sent

- H.** Homeowner requested by e-mail information about required approvals to build “a small ice rink in their yard for winter time only”
 - a. Pete S replied. And asked that an ARC request form be completed
 - b. No further contact from the homeowner

- I.** 5641Fort Corloran
 - a. Homeowner contacted BOD about urgent approval for roof replacement due to a leak
 - b. BOD approved roof replacement, but only after ensuring that the homeowner brought their dues current
 - c. Check was sent to old management company, but homeowner wrote a new check, and will see if old check was cashed
 - d. Homeowner submitted payment for past-due dues.

- J.** Homeowners requested (at annual meeting and by e-mail) that the BOD “remind everyone” of the importance of picking up animal waste and keeping pets off of private property
 - a. BOD decided the most we could do is add a FAQ entry to the web site; Kevin agreed to do so with next updates.

- K.** 9009 Fort Craig Dr
 - a. Delivered resale docs as requested

L. 5597 Marshall House Ct.

- a. Submitted ARC Request to replace shutters with a raised panel in Merlot, and paint front and garage doors to match
- b. Reviewed and approved electronically
- c. Letter sent 12/10/12

M. 9155 Fort Fisher Court

- a. Submitted ARC request to install a new rear yard deck
- b. Reviewed and approved electronically
- c. Homeowner notified by e-mail, letter will follow

N. 9156 Fort Fisher Court

- a. Submitted an ARC Request at the November meeting to replace garage doors
- b. More info was requested by homeowners. They are still very indecisive about the specific style of replacement door.
- c. Last correspondence from them was on 12/15, stating that they were pricing door options
- d. Kevin followed up by e-mail on 1/4, but no response received
- e. A denial letter will be sent, to formally document that we cannot approve the request until all needed info is decided and provided.

O. 9153 Fort Fisher Court

- a. Submitted a request for a new back yard deck and patio
- b. Request was reviewed and approved as submitted
- c. Homeowners were notified via e-mail of approval; letter to follow

P. BOD reimbursed Linda W for catering expenses for the annual meeting

Q. 9120 Lyon Park Court

- d. Realtor requested resale documents for settlement to occur on 2/8
- e. Resale package was provided electronically on 1/4

R. Pete S mentioned a large pile of brush and branches left by the curb in front of 9017 Home Guard Dr.

- a. Apparently, the homeowners weren't aware that it had to be bagged and / or cut into short lengths and bundled.
- b. Pete spoke to the homeowners; they are working on breaking down the brush and branches.

S. The SHHA Braddock District Council membership is expiring

- a. The board unanimously approved renewal.

IX. DATES FOR UPCOMING MEETINGS

February 7th
March 14th
April 11th
May 9th
June 13th
July 11th
August 8th
September 12th
October 10th
November 14th
December 5th

X. ADJOURNMENT

XII. EXECUTIVE SESSION

A. HOA Governing Documents Discussion